

The following memo clarifies the status of government and timekeeping guidance for the inclement weather event on Monday, January 14, 2019.



MEMORANDUM

Wednesday, January 16, 2019

TO: Executive Branch Department and Office Directors

FROM: Karen Plucinski, Acting Director, Office of Human Resources
Alexandre A. Espinosa, Department of Finance

SUBJECT: Final Time Reporting for Monday, January 14, 2019

The purpose of this memorandum is to clarify the status of County Government operations for Monday, January 14, 2019, and to provide guidance to employees when they are completing their timecard. This guidance is being provided to all Directors, ASCs or equivalent, and all HR Liaisons. Please share this information with your employees:

Status	Beginning	Ending
General Emergency	Monday, January 14, 2019 at 7: 00 a.m.	Monday, January 14, 2019 at 11: 59 p.m.

Timekeeping Guidance

Event-related timekeeping guidance for essential and non-essential employees can be found online at <https://www.montgomerycountymd.gov/mctime/resources.html#Events>.

Project Code for Reimbursement

A project code has not been established for the purposes of cost accumulation. If a project code is established after the issuance of this memo, further guidance on the use of project codes will be sent from the MCG.FIN mailbox to recipients of this memo.

Essential and Non-Essential Employees

- *Essential employees* are required to work in periods of a General Emergency.
- *Non-essential employees* must not report to work during a General Emergency unless the employee's supervisor requires the employee to work. If the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee.

Questions

- **OHR Compensation:** OHR.Compensation2@montgomerycountymd.gov
- **MCTime:** MCTime@montgomerycountymd.gov

cc: Administrative Services Managers and functional equivalents
HR Liaisons
Finance, Payroll and MCTime